



Sample General Training Reading *Note Completion*

Read the text below and answer Questions 1-6.

CITY MEDIA INTERNSHIPS

We are a proudly Canadian organization offering six annual internships, valued at \$10,000 each, to deserving persons from minority groups. We offer career assistance, and an opportunity for these individuals to demonstrate the talent they have and get hands-on experience in broadcasting. We hope that our commitment to these groups becomes an industry-wide model of acceptance. Our goal is to have the City Media family mirror the diversity that makes our nation strong.

The internship winners will work at one of our two speciality TV stations. The Connect station provides programming on regional events, while the emphasis at Transview is on instructional shows. Each intern will work in an entry-level position within an area that meets the requirements of the company and be paid at the opening rate set by the company for that position. If the assignment makes relocation necessary, a maximum \$1,500 grant is provided to assist with these expenses.

Interested broadcasting applicants should provide evidence of full-time enrolment in the field of broadcasting at an accredited post-secondary institution. An official transcript from the educational institution is also required. Mature students may replace this transcript with a one-page typewritten statement of their goals. References from three teachers or employers will be necessary if the application proceeds.

Once your application is accepted, you will receive a confirmation letter by mail from Personnel. The application is then referred to a Canada-wide panel of City Media employees. These individuals are familiar with the positions that would be considered a complementary fit with your stated career path. They will put together a shortlist of promising candidates and conduct an in-person or telephone interview. The type of interview will vary with the distance of each candidate. The hiring decisions of the panel are final.

If a candidate is not eligible, the application will be removed from the competition, as will those whose applications and accompanying documents are received later than the deadline for submission. No exceptions can be made for delayed, lost or misdirected mail.

Questions 1 – 6

Complete the notes below.

Choose **ONE WORD ONLY** from the text for each answer.

Write your answers in boxes 1-6 on your answer sheet.

CITY MEDIA INTERNSHIPS

- internships:
 - allow minorities to gain **1** and show their talents
 - further City Media's aim to reflect the **2** of people in Canada
- internship at Transview focuses on educational broadcasting
- an additional amount of money is given if **3** is required
- support application with:
 - proof of present **4** in broadcasting studies
 - a **5** issued by your school
- a panel decides which jobs are a good fit for each intern
- interview method depends on **6**
- company strict about the deadline stated for applications



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Answers

1. experience
2. diversity
3. relocation
4. enrolment ■ enrollment
5. transcript
6. distance